

## **CHECKLIST FOR RENEWAL OF PRENEED CERTIFICATE OF AUTHORITY AND BRANCH REGISTRATION**

The following is a checklist of the items required to be furnished in order for the Alabama Department of Insurance to review your application for renewal of your preneed certificate of authority. When you return the application for renewal, attach a copy of this checklist (with the boxes checked as appropriate) so that we can expedite the review.

**ALL RENEWAL DOCUMENTS MUST BE SUBMITTED TO THE DEPARTMENT OF INSURANCE ON OR BEFORE APRIL 1, 2012 OR BE POSTMARKED ON OR BEFORE MARCH 31, 2012. IF THE RENEWAL DOCUMENTS ARE NOT RECEIVED BY JUNE 1, 2012, THE CERTIFICATE OF AUTHORITY WILL EXPIRE AND NOTICE OF SUCH EXPIRATION WILL BE SENT ON JUNE 1, 2012.**

**Note:** All renewal forms are available online at [www.aldoi.gov](http://www.aldoi.gov). Click on the Preneed link then scroll down to Quick Links and click on "Filing an Application for Renewal of Preneed Certificate of Authority". Links to all required forms are on that page.

- ☐ Check for renewal fees for Certificate of Authority and Branch Registration (as appropriate).
- ☐ Annual Certificate of Authority and Branch Registration Renewal Invoice (signed and dated).
- ☐ Application for Renewal of Preneed Certificate of Authority (signed and dated, with all appropriate information provided) **Note: The third page of the application must be signed and dated.**
- ☐ Application for Renewal of Preneed Branch Registration (signed and dated for each branch with all appropriate information provided).
- ☐ Financial Statement as of the last fiscal year prepared in accordance with Alabama Preneed Regulation Chapter 482-3-001-.05. The financial statement may be **either** a financial statement in the form set forth in the Appendix to the Alabama Preneed Regulation Chapter 482-3-001 which may be downloaded from the ALDOI website at [www.aldoi.gov](http://www.aldoi.gov) ; **or** a financial statement accompanied by a compilation, review or audit report from a licensed certified public accountant prepared in conformity to GAAP. **Please do not place the financial statement in a binder.**
- ☐ Annual Report for Endowment Care Trust Fund (if applicable). This report along with a statement of the activities of the Endowment Care Trust must be filed for each cemetery owned or operated by the certificate holder or branch registrant. The report requires disclosure of the amount held in trust at the end of both the current and the prior calendar year.
- ☐ Copy of annual preneed sales agent renewal invoice and a copy of online payment confirmation; both of which will be available February 15, 2012 at [www.NIPR.com](http://www.NIPR.com).

If you have been notified by the Department of any administrative action, that action must be addressed and/or resolved to the Commissioner's satisfaction before your certificate and any branch registrations are renewed. See Alabama Preneed Regulation Chapter 482-3-001-.17. Delay may result in expiration of your Certificate of Authority.